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## Introduction

The purpose of this Guidance is to assist and encourage safe recruitment practices within BJA for those who wish to volunteer.

## Scope

This procedure applies to all BJA Volunteer Recruitment to ensure that suitable people are in positions of trust within the organization.

## Supporting Principles

The BJA supports good practice in regard to recruiting the most suitable people in our overall business, including volunteers.

Safer recruitment is a set of practices to help make sure BJA volunteers are suitable to work with children and young people, and Adults at Risk. It's a vital part of creating a safe and positive environment and making a commitment to keep everyone safe from harm.

Safer recruitment should be a continuing process of improvement for every organisation whose work or services involve contact with children.

[Safer recruitment | NSPCC Learning](#) and adults.

## Procedure

Our safer recruitment process is outlined with our Safelanding Policy [SafeLandings - British Judo](#). Including our Recruitment of Ex-Offenders.

In Addition, we have a robust process for the application, assessment, and revalidation of DBS checks where posts, including volunteers must the criteria for a DBS (or nation equivalent) for posts and wider workforce (Club Welfare Officers, Coaches etc.). With a risk assessment process for screening DBS with content.

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Consultation	
Approved by	
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Date key changes made	

## Appendix 1: Letter to Volunteer

Thank you for your expression of interest in undertaking a voluntary role at The British Judo Association (BJA).

The BJA is committed to employing the highest standards in safeguarding and promoting the welfare of children, young people, and adults at risk. All post holders and volunteers are expected to share this commitment. In line with our Safer Recruitment Policy and Safeguarding Policies, the BJA requires all our volunteers to complete a formal application and safer recruitment process as follows:

1. Complete the Volunteers Application Form – including details of appropriate references.
2. Complete and sign the attached Pre-Volunteer Declaration Form – failure to do so will immediately conclude any further progress in your application process.
3. Attend an interview with two committee members.
4. Complete a DBS if the volunteer post is defined as a regulated activity [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](#)

Please see the application form for Volunteers at BJA for your completion and the Pre-Volunteer declaration form. On completion, please return to your Club Welfare Officer (for volunteering at clubs) or to [safeguarding@britishjudo.com](mailto:safeguarding@britishjudo.com) if volunteering at the BJA National Centre.

Any further questions please do not hesitate to contact the BJA Safeguarding Team and/or your Club Welfare Officer and the relevant person will be in touch in a timely manner. We hope to be welcoming you into BJA as a volunteer soon.

## Appendix 2:

### Volunteer Application Form – BJA

#### Part A:

Personal Details Title: (Mr/Mrs/Miss/Ms/Mx/other)
Surname:
Forename(s):
Any other names you are/have been known as:
Date of Birth:
National Insurance number:
Current Living Address:
Previous Addresses: (Please Provide up to 5 years of living addresses)
Preferred Contact Number:
Email:
Role Applying For (include location; i.e. club name and number):

Part B:

Employment Details:
Current Job Title:
Name of Employer:
Nature of Duties:
Address:
Contact Number:
Contact Email:
Previous Employment Details:
Job Title:
Name of Employer:
Nature of Duties:
Address:
Contact Number:
Contact Email:

Continue on additional sheets as required.

Part C:

Volunteer Experience:
Organisation/s:
Start /Finish Date/s:
Address (If known):
Contact Phone Numbers (If known):
Email Addresses (If known):
Nature of Duties: <i>Continue on separate sheet if required.</i>

Part D:

Relevant Qualifications:

Relevant Academic / Role-related Qualifications or Experience:

Relevant Sporting Qualifications or Experience:

Are you a BJA Licensed Coach:

If Yes Provide your BJA/WJA membership number:

Have you completed any Safeguarding / Welfare Courses or training? (Please provide details of dates when completed):

Part E:

References

Please provide the names and addresses of two people who know you well and have done so for two or more years (but are not related to you) who can provide up-to-date references on your character and suitability for the role you are applying for.

Name:
Address:
Contact details:
How are they known to you?
Name:
Address:
Contact details:
How are they known to you?

I confirm that the information provided is true and accurate

Signed:

Date:



## Further Information. Pre-Volunteer Disclosure Section B

Please fully complete all relevant sections (Tick Accordingly)

- ☐ 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If YES, please provide details:
- ☐ 2. Do you have any adult cautions? (Simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) If YES, please provide details:
- ☐ 3. Are you currently or have you ever been the subject of criminal/police investigations undertaken following allegations made against you in relation to children or adults at risk? If YES, please provide details:
- ☐ 4. Are you currently or have you ever been the subject of any civil enquiry/investigation/prosecution or family court procedures following any allegation made against you in relation to children or vulnerable adults? If YES, please provide details:
- ☐ 5. Have you ever been subject to investigation by any current or previous employer following an allegation of any criminal or disciplinary activity that may impact on your suitability to engage with children or adults at risk? (NB: this includes but is not exclusive to inappropriate behaviour in the workplace, misuse of drugs, alcohol or noxious substances, misuse of IT systems, theft or dishonesty). If YES, please provide details including the relevant locations and role description:
- ☐ 6. Have you lived, worked, or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If YES, please provide details:
- ☐ 7. Are you or have you ever been barred from working with children or vulnerable adults? If YES, please provide details:
- ☐ 8. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has contributed to or resulted in a child or adult at risk of harm? If YES, please provide details and attach any relevant court documentation to review:
- ☐ 9. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child or adult at risk, or that a child and/or adult at risk was at risk of harm from you? If YES, please provide details:

- ☐ 10. This question must be answered in relation to circumstances that have arisen from a child being in your care. (Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child has been in your care and/or in relation to your provision of their care? ) If YES, please provide details:
  
- ☐ 11. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for? (i.e., working with children and/or vulnerable adults.) If YES, please provide details:
  
- ☐ Declaration: I declare the above information and information provided on any additional sheets (number attached: (\_\_\_)) is true, accurate and complete to the best of my knowledge. On appointment and for the duration of my appointment in ANY role at BJA I agree to inform the responsible person immediately if any of the above answers to the questions asked change and I will update WJA with relevant details.



Signed:

Date:

Permission As a consequence of information provided in this document BJA requests permission to share information and/or make further enquiries with partner agencies in order to obtain further information to assist with their decision-making and risk management in line with Safeguarding Policy and Guidance. Such enquiries will ONLY be carried out in the interest of protecting Children and Vulnerable adults who may come into your presence as a result of the role you have applied for.

Such agencies may include but are not exclusive to Police / Probation / Social Services / Local Authority Designated Officer. If you consent to us sharing relevant and proportionate information under these circumstances, please sign below or comment "Permission Denied" NB: Permission is NOT required whereby the necessity for information to be shared or requested is as a result of a direct vulnerable adult or child protection safeguarding issue.

Permission Granted: (Please Sign here)

Date:

Permission Denied: (Please Sign here)

Date:

Please return to your club welfare officer.

## Appendix 3:

Ensure to read the Terms and Conditions:

Terms and Conditions / Guidance notes:

- 'Harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual held a position of trust or met as a result of that position of trust.

- Please note that the 'rehabilitation periods' (i.e., the amount of time required to elapse before a conviction etc. can become 'spent') have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa>

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding, (violent, drug related and/or sexual in nature). Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.

Cautions: You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. Please note that a caution etc. must comply with (a) and (b) in order to be filtered.

- Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

- All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS Check and suitable character references.

- A requirement for DBS checks applies to ALL WJA employees and volunteers whose role may provoke solicited or unsolicited contact with children or vulnerable adults within their duties at WJA. NB: This also includes those who

hold a current DBS obtained as a result of employment or voluntary roles in any other forum. These will be renewed every 3 years.

- This Confidential Declaration form will only be viewed by those who need to see it as part of the recruitment and selection process.
- Information provided will be stored in line with General Data Protection Regulatory Guidelines and the Data Protection Act 2018 see <https://www.gov.uk>data-protection> for further information.
- Failure to complete the attached Confidential Declaration form will terminate the application process forthwith.